

**GP-102**  
**Work Apparel and Personal Appearance Policy for**  
**District Wildlife Officers, District Wildlife Supervisors,**  
**Commissioned Biologists/Field Staff and Commissioned Area Specialists:**

The following work apparel shall be worn by all employees occupying positions as designated above and when engaged in activities that members of the public generally cannot perform or that require Department recognition. Examples include, but are not limited to conducting field surveys, operating Department equipment, working in an area office, stocking fish or representing the Department at a meeting.

**Personal Appearance:**

Commissioned employee's hair will be neat, clean, trimmed and present a well-groomed appearance. Men's hair will not touch the collar, except the closely cut hair on the back of the neck. Hair will not extend laterally beyond the ears. Hair in front will not protrude below the band of properly worn headgear.

Sideburns will be neatly trimmed and not extend below the earlobe. Beards and mustaches may be worn and shall be neat, clean, trimmed and present a well-groomed appearance.

**Authorized Work and Uniform Apparel:**

**Head Gear:**

Western Hat (Straw or Felt) – May be worn with all uniform types.

- 1) Color: as approved by department
- 2) Brim: 3 to 4 inch

Field Hat – wide brim all-weather hats including “boonie” hats may be worn with any field uniform.

Baseball Cap – provided by warehouse or approved by department and with a cloth or embroidered badge.-

Winter or stocking Cap - May be worn with any uniform when weather conditions dictate.

Color for boonies and winter or stocking caps shall be any shade of brown, black, blue or grey.

**Shirts:**

Neat and properly tailored, of a color approved by department.

Standard Uniform Shirt (long or short sleeve) as currently issued through warehouse with shoulder patches and metal badge (cloth badge approved for training / tactical applications).

5.11 brand Tactical Uniform Shirt or similar (long or short sleeve) with shoulder patches and metal badge for field uniform (cloth badge approved for training / tactical applications)

Polo shirt with cloth badge and Department insignia on chest.

Department issue t-shirt for defensive tactics training, wellness and outdoor training exercises.

**Pants:**

Black, neat, and proper fitting that meet the following criteria as provided by the warehouse or by specified vendors:

Standard Wrangler or Levi denim pant, 5-pocket or appropriate substitute approved by Director.

Multi-pocket field pant for field uniforms (ex. 5.11 TDU, Carhart, or similar)  
No BDU or double fronted pants.

**Shorts:**

Light weight, 5.11 brand or similar multi-pocket short or cargo short with professional look. Approved for warm weather field uniform, but not for all day office attire. Must be proper fitting, and of a color and style approved by department.

**Coveralls:**

Insulated or non-insulated coveralls may be worn with the field uniform as necessary on a limited temporary basis to prevent the field uniform from becoming soiled.

Nomex coveralls will be issued to personnel involved in aircraft work. They may be purchased with supervisor approval.

Camouflage coveralls - May be worn for trapping operation and for photography assignments only. They may be purchased with approval of Chief or Assistant Chief.

**Boots and Shoes:**

Black unless otherwise approved by department.

Western boots or plain toe shoes may be worn with any uniform. Leather boots and shoes will not be made from exotic/expensive skins such as lizard or snake.

Lace-up boots or black rubber-soled shoes may be worn with the field uniform. Snow packs may be worn with the cold weather uniform as required.

**Jackets, Vests and Coats:**

Any (except leather) black jacket, coat, sweater, fleece, vest or pullover may be worn as a general use outer garment with any uniform when weather conditions require.

The above garments for commissioned officers will have shoulder patches and a cloth or metal badge and may have a *Conservation Officer* designation on the back.

**Rain Gear:**

Either yellow or black in color.

May be worn with any uniform as appropriate.

Australian/style “oil skin” raincoats are authorized.

Black Gortex coat and pant

Rain gear must be well marked with shoulder patches and badges

**Leather gear:**

Black basket weave style as primary leather gear.

A “duty belt” the standard leather gear for all field uniforms to ensure secure carrying of handgun and other gear. Approved styles include Sam Browne, Ranger and Buckleless.

Exposed metal buckles and buttons will be brass.

Pancake holsters in leather, nylon or injected plastic are approved for office, horseback, boat and ATV patrols.

Officers in non-uniform casual attire, when on official duty, but attending a training course or other function as authorized by Area Chief or Assistant Chief may wear a pancake holster and badge clip for classroom and in-town travel associated with attended training.

All officers wearing a pancake holster must also have readily available on their person an approved alternate use of force (mace or baton) and a pair of handcuffs.

**Name pins, flag pins, marksmanship pins, service stripes and patches:**

A metal *Conservation Officer Badge* and name pin is required for all standard issue, button up shirts. Both shall be worn at all times when in uniform. The name pin will be worn centered above the right shirt pocket. Its lower edge will be touching, but not overlapping the pocket flap.

A cloth badge may be worn on any shirt that is worn for field training, trapping / transplanting or field biology activities.

Flag pin and marksmanship pins as authorized by the department, may be worn above the name pin.

Service stripes and / or instructor patches may be worn on long sleeve shirts and coats only. Service stars shall be on the left sleeve; one and one quarter inch above the cuff. The single point of the star shall be worn pointing upward.

Annual service stripes shall be gold in color and placed above, parallel to and touching the first stripe.

Instructor patches will be on the right sleeve; one and one quarter inch above the cuff.

Shoulder Patch will be centered on each sleeve of every uniform shirt, coats, sweaters, coveralls, and jackets, one-half inch below the shoulder seam (excluding blazer). Reserve Conservation Officer patch/rocker will be worn immediately below and touching the bear head patch on the shirt coat sleeve.

First Aid Patch: Only American Red Cross or Emergency Medical patch shall be authorized. This patch must be centered on the left sleeve, one inch below the shoulder patch. The small patch is to be worn on shirts and the large patch on coats (worn only by personnel with current certification).

**Uniform Types for District Wildlife Officers, District Wildlife Supervisors, Commissioned Biologists and Commissioned Area Specialists:**

**Activity and Uniform Type Matrix**

Setting	Examples of Activities	U1	U2	U3	U4	U5	U6*
Santa Fe Office		X	X				
Area Office	General Office duty				X	X	
Game Comm Mtg			X	X			
Funerals - LE Officers	Attend in official capacity			X			
Inter/Intra Agency Mtgs		X	X		X		
Court	At discretion of court		X	X	X		
Public Displays	State Fair, County Fairs				X		
	Hunter Ed - Instruction				X		
	YHEC				X		
	Public Programs				X		
Field LE work / patrol	Angler patrol, boat or shore Decoy, ATV, warrants, 10-72				X	X	
					X	X	
Field Biology Fish and Wildlife	Fisheries field work.				X	X	
	Wildlife trapping/transplant				X	X	
	Habitat surveys				X	X	
	Depredation response				X	X	
Training	Indoor / Classroom /	X			X	X	X
	Outdoor / Firearms, RBT, etc				X	X	X

	Field training instructors				X	X	X
	Defensive tactics				X	X	X
	Special LE assignments						X

U1 – Non-uniform business casual includes, personal clothing, department Polo shirt, department denim shirts (long and short sleeve), department T-Shirts, casual or uniform pants.

U2 – Non-uniform business professional includes, sport jacket, long or short sleeve dress shirt, dress slacks, neck or bolo tie, skirts or dresses.

U3 – Dress Uniform – Dress wool pants, LS uniform shirt, tie, black boots or shoes, duty belt, western hat optional.

U4 – Public involvement uniform

Shirt – standard issue uniform shirt with metal badge, name plate and bear head shoulder patches (SS approved during warm weather)

Pants – Wrangler or other approved pant

Footwear – as specified in authorized uniform items

Headgear - as specified in authorized uniform items

Duty belt - as specified in authorized uniform items

U5 – Field Uniform

Shirts - Long or short sleeve standard or 5.11 brand uniform shirt or similar with *bear head* shoulder patches and a metal badge. A cloth badge may be worn for trapping, survey, or training activities to avoid entanglement in nets, ropes or other equipment. A polo shirt with cloth badge and department insignia of a color specified by the director is approved for warm weather. Suggested “warm weather” period is April 1 – Sept 30.

Pants – Wrangler, 5.11 or other approved pants. Shorts, in a style approved by the Director, may be worn for warm weather field use but not for all daily office work.

Suggested “warm weather” period is April 1 – Sept 30.

Footwear – as specified in authorized uniform items

Head Gear – as specified in authorized uniform items

Duty belt - as specified in authorized uniform items

U6 – Special assignments, tactical, special training or training instructor uniform:

Any combination of pant or shirt appropriate for activity; requires prior approval of Area Chief or Asst. Chief. May include but not limited to camo, earth-tone, black clothing.

7-08